

ATTrBuTE v3 User Guide

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About ATTrBuTE v3

ATTrBuTE is a tool for assessing the quality of a travel plan (incorporating deliveries and servicing) prepared as part of the development control planning process in London. ATTrBuTE version 3 was launched online in March 2011 and supersedes version 2, which was released as an online tool in June 2009.

ATTrBuTE contains a series of criteria designed to test the extent to which a travel plan has been prepared in accordance with national and regional guidance and best practice. The tool can be used by local authority officers assessing a travel plan and by travel plan authors (developers, consultants) to check that the travel plan meets the requirements for approval prior to submitting the travel plan to the local authority for assessment.

ATTrBuTE is intended to:

- Improve the overall quality of development related travel plans by listing the criteria that should be included in the plan and so providing a framework for travel plan preparation.
- Give consistency to the way travel plans are assessed as part of the development control planning process.

It should be noted that ATTrBuTE cannot be used to predict the outcome of a travel plan, in terms of achieving its objectives (including modal shift). The tool provides a checklist for the content of the travel plan and only if the local authority deems the quality to be sufficient will the travel plan have a successful outcome.

Quick Start for a New Assessment

- 1. Login to ATTrBuTE using your username and password (see step by step guide for how to obtain your user name and password).
- Select New Travel Plan. This will bring up a filtering page (About the Development) that asks a series of questions about the development for which the travel plan has been prepared. The purpose of this is to automatically generate the correct set of assessment criteria to assess the travel plan.
- 3. The filtering page also asks for reference details such as planning application number (or the local authorities own reference number), travel plan title, name and contact details of the author. The name and contact details of the assessor are generated automatically. These details are then saved for inclusion on the assessment output.
- 4. Click save and proceed to assessment once the details have been entered. This will bring up page 1 of the assessment. The type and form of travel plan is stated at the top of page 1 beneath the ATTrBuTE logo.

Step by Step Guide to Using ATTrBuTE

This chapter takes the user through each aspect of ATTrBuTE, from acquiring a username and password to generating assessment outputs.

Username and Password

To access ATTrBuTE, you need a username and password. To get a username and password, you will need to register via the registration page accessed from www.attrbute.org.uk

During the registration process you will set up a username and password, which can then be used to access the tool.

User Login

To login in and start using ATTrBuTE, go to www.attrbute.org.uk and enter your username and password.

Select Plan Page

The Select Plan page is the first page to appear after logging in. This page provides access to any previous travel plan assessments you may have undertaken and is the starting point for undertaking new assessments.

New Travel Plan

To start a new travel plan assessment, click on New Travel Plan, which links to the About the Development page.

Loading Previous Travel Plan Assessments

Any previous travel plan assessments you have undertaken are displayed in a list below the New Travel Plan link. To load a previous assessment, click on the title of an assessment. Once loaded, the assessment is fully editable.

Loading Previous ATTrBuTE v2 Assessments

Below any previous travel plan assessments you may have undertaken using ATTrBuTE v3 is a link to all assessments undertaken using ATTrBuTE v2. These assessments will always be available to view on ATTrBuTE v3, but only editable for a limited time (July 2011 approx.)

About the Development Page

ATTrBuTE uses different sets of assessment criteria depending on the nature of the development for which the travel plan has been prepared. The purpose of the About the Development page is to ensure that the relevant set of assessment criteria is generated for the assessment. The About the Development questions are only entered once for each assessment.

Type and Form of Travel Plan Recognised by ATTrBuTE v3

ATTrBuTE uses different assessment criteria depending on the type and form of travel plan. More information on type and form of travel plan is available in Transport for London's 'Travel Planning for new Development in London; Incorporating Deliveries and Servicing' published in February 2011available on the New Way to Plan website - hyperlinks for this can be found on the front page of ATTrBuTE.

Type of Travel Plan

ATTrBuTE can be used to assess travel plans for developments comprising workplace land uses, residential land use (C3) or mixed workplace and residential use.

ATTrBuTE uses the following types of travel plan:

Strategic Level Travel Plan –Strategic-level thresholds relate to larger developments which are referred to the Mayor, and which are identified from PPG13 (Transport) (DfT, Office of the Deputy Prime Minister, 2001)

Local Level Travel Plan – smaller developments that fall below the strategic-level threshold but which typically employ 20 or more staff. Boroughs may also adopt their own travel plan requirements for developments that are below the default local-level threshold.

Form of Travel Plan

ATTrBuTE uses the following forms of travel plan:

Full Travel Plan - The development includes at least one land use class over the local-level or strategic-level threshold. Separate travel plans should be prepared for each land use above the threshold. It should be noted that a residential travel plan will always be a full travel plan because the end occupiers (the residents) are always known.

Framework Travel Plan –Should be prepared for developments comprising at least more than one land use above the local-level or strategic-level thresholds; or when outline planning permission is sought for which scheme elements are not established. These will generally be for phased developments.

Scoring

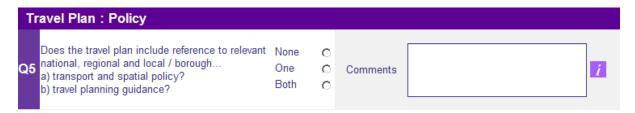
ATTrBuTE comprises scores, weighted questions and essential questions.

Scores

The basic score for each criterion is 0 or 1, represented as 'no' or 'yes' in the assessment.

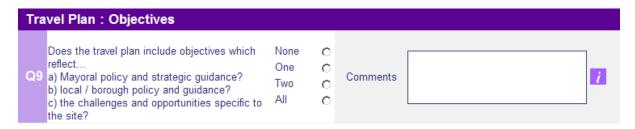
Some questions consist of more than one element. In these cases a number of marks are assigned to each element e.g. Not at all = 0, Partially = 1, Fully = 3.

When scoring questions with more than one element, you must state whether the travel plan meets none of the elements, one of the elements, two of the elements (where applicable) or all of them.



Essential questions

These questions are marked by light purple shading around the question number (on the left of the screen). The travel plan must score at least a single point against all the essential questions in order to pass the assessment. If the travel plan scores well in other areas but fails an essential question, the whole travel plan will fail the assessment.



Comments Boxes for Criteria

A space is provided next to each criterion for any comments the user might have. Comments entered into the boxes are shown on the output from ATTrBuTE. Comments could include suggestions to the travel plan author as to how the score for that aspect of the travel plan could be improved.

Where a criterion has scored 0, the comments box is highlighted in red as a prompt for any comments on the how the criterion could be improved.



General Comments Box

A space is provided at the end of the assessment for any general comments on the overall quality of the travel plan.

Tra	vel Plan : Comments		
Q22	Do you have any final comments?	Comments	

Info Buttons

Purple 'i' buttons have been provided next to certain questions where clarification may be required on what the travel plan should contain for that criterion. Clicking on the 'i' button displays the clarification text in a pop-up window. The 'i' buttons are intended as a guide for both authors and assessors.



Assessment Summary Page

Quick links to each assessment page is provided at the top of the page beneath the ATTrBuTE header bar (marked 1, 2, 3, 4, 5 see image below).



Clicking on the final number will display the assessment Summary page, which lists all of the questions in the assessment, the score for each and any comments provided. The total score is provided at the bottom of the summary page.

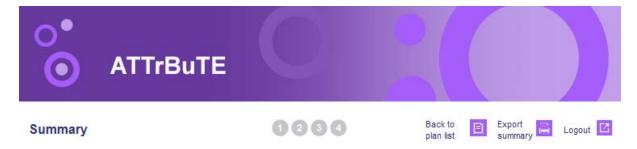
Passing or Failing as Assessment

ATTrBuTE states whether the travel plan has passed or failed the assessment at the bottom of the Summary page.

To pass the assessment, the travel plan must have scored above 70 per cent and contain all the information required by the essential questions. A travel plan that scores above 70 per cent but is missing any of the essential questions will not pass the assessment. Please note a pass score does not guarantee the travel plan will be acceptable to the local planning authority.

Export Summary

At the top of the Summary page there is an Export Summary button.



Clicking on the Export Summary button will generate an output in MS Word format containing the summary page in a table. The output shows some criteria in dark purple text, these correspond to the essential questions in the assessment.

The output is intended as a reference document that can be made available to the travel plan author to show which aspects of the travel plan meet the requirements for approval and which aspects require further work.

Saving Assessments

Progress can be saved at any time during the assessment by clicking on the Save Page button at the top of any assessment page. This will save the current status of the assessment.

At the bottom of each assessment page there is a Save and Continue button, which saves the current status of the assessment and links to the next page in the assessment.

At the top of pages 1-5 there is also a Save and Logout button, which saves the current status of the assessment and logs out of the site.

Guide to ATTrBuTE Criteria and Questions

	S	trategic, Framewo	ork, Occupiers Known Tra	vel Pla	ın	
Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include:		None	0	2
		a) full address of the development; and		One	1	
		b) contact details for the person responsible for preparing the travel plan?		Both	2	
2		Does the travel plan include		None	0	3
		a) a breakdown of the different land uses expected		One	1	
		on site;		Two	2	
		b) details of the size of each type of land use;		All	3	
		c) details of how build-out of the development will be phased?				
3		Does the plan include details	Provide as much detail as possible e.g. breakdown of full-time/part-time	No	0	1
		of the number of users expected on site (including employees, residents, deliveries and visitors)?	employees, and number of staff expected on site at any one time.	Yes	1	
4		Does the framework travel	Where thresholds are met, occupiers	No	0	1
		plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	should develop site-specific travel plans	Yes	1	
	1		Policy		I	
5		Does the travel plan include reference to relevant	National: this may include PPG13 and Transport White Paper (s).	None	0	2
		national, regional and local / borough	Regional: this may include The London Plan and the Mayor's Transport Strategy	One Both	2	
		a) transport and spatial policy	Local: the travel plan should include reference to borough specific documents			

	b) travel planning guidance	such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for			
		London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'			
	1	Site Assessment			
6	To what extent does the travel plan clearly describe the accessibility and quality of		Not at All Partially	0	3
	a) existing transport networks and initiatives; andb) existing travel initiatives available to all users?		Fully	3	
		Surveys			
7	Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	2	2
		The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc.			
		The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an			
		overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness,			

			cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
			Objectives			
9	Yes	Does the travel plan include objectives which reflect	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are	None	Fail	3
		a) Mayoral policy & strategic	particularly important here.	One _	1	
		guidance;		Two	2	
		b) local / Borough policy and guidance; andc) the challenges and opportunities specific to the site?		All	3	
			Targets			
10	Yes	Are there targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
		T	ravel Plan Co-ordinator			
12		Has a site-wide travel plan	Nominated point of contact should be	No	0	1
		co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	provided in the absence of a named TP co-ordinator.	Yes	1	
13		Have the site-wide travel plan co-ordinator roles and	Roles may include development/management/distribution of	None	0	2

wide measures a) support the objectives of the travel plan; and b) reflect the context of the site? which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	14	clear; and is the amount of time they will spend on the	providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan			
plan sufficient? Plan sufficient? residents/new staff, and travel plan monitoring	14		residents/new staff, and travel plan			
To what extent do the sitewide measures To what extent do the sitewide measures Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area Fully 3	14					
wide measures a) support the objectives of the travel plan; and b) reflect the context of the site? Which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area Which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area None None None	14		Measures			
They also must be site specific as different measures will have different levels of success depending on the site? They also must be site specific as different measures will have different levels of success depending on the surrounding area Partially Fully 3 Is an action plan provided which includes			, , , , , ,	Not at All	0	3
the travel plan; and b) reflect the context of the site? Is an action plan provided which includes			_	Partially	1	
15 Is an action plan provided which includes		,	levels of success depending on the	Fully	3	
which includes			surrounding area			
	15			None	0	2
a) short / madium / long tarm				One	1	
a) short / medium / long term actions; and Both 2				Both	2	
b) timescales and responsibilities?		· ·				
16 Is the action plan clear on how and when travel plans	16	· · · · · · · · · · · · · · · · · · ·		No	0	1
will be developed among occupying organisations? Yes 1		will be developed among		Yes	1	
Monitoring			Monitoring			
17 Yes Is a clear site-wide Monitoring should occur in years one No Fail	17 Yes		_	No	Fail	1
monitoring programme that adheres to the standardised approach included? (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'		adheres to the standardised	information see chapter 7 of TfL's 'Travel planning for new development in London:	Yes	1	
18 Yes Is it clear who is responsible No Fail	18 Yes	· ·		No	Fail	1
for site-wide monitoring? Yes 1		for site-wide monitoring?		Yes	1	
Securing and Enforcement		Se	curing and Enforcement			
19 Yes Is it clear how the travel plan The plan should state which measures No Fail	19 Yes	· ·	·	No	Fail	1
will be secured? are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.		will be secured?	undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel	Yes	1	
Funding		,	Funding			

20	Has a sufficient budget been	A good budget would identify how each	None	0	3
	set for the site-wide	element of the travel plan delivery would be paid for including the travel plan co-	One	1	
	a) travel plan co-ordinator post;	ordinator, marketing components and physical measures	Two	2	
	b) plan's measures; and		All	3	
	c) monitoring programme?				
21	Have funding streams been identified for the site-wide	It is important that a funding stream for the implementation of travel plan is	None	0	3
		secured in the early stages of the	One	1	
	a) travel plan co-ordinator post;	development process. Identifying a funding stream is a good indicator of	Two	2	
	b) plan's measures; and	commitment to the plan	All	3	
	c) monitoring programme?				
		Final Comments		•	
22	Do you have any final comments?				

	Stı	ategic, Framewor	k, Occupiers Unknown Tı	ravel Pl	an	
Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include:		None	0	2
		a) full address of the		One	1	
		development; and		Both	2	
		b) contact details for the person responsible for				
		preparing the travel plan?				
2		Does the travel plan include		None	0	3
		a) a breakdown of the		One	1	
		different land uses expected on site;		Two	2	
		b) details of the size of each type of land use;		All	3	
		c) details of how build-out of				

	the development will be phased?				
3	Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0	1
4	Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	No Yes	0 1	1
		Policy	•		
5	Does the travel plan include reference to relevant national, regional and local / borough a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	One Both	0 1 2	2
		Site Assessment			
6	To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives		Not at All Partially Fully	0 1 3	3
	available to all users?				
		Surveys			
7	Are TRAVL-compliant site user travel and freight	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on	No	0	2

		surveys proposed?	routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	Yes	2	
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
	<u> </u>	1	Objectives		<u> </u>	
9	Yes	Does the travel plan include objectives which reflect	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are	None	Fail	3
		a) Mayoral policy & strategic	particularly important here.	One	1	
		guidance;		Two	2	
		b) local / Borough policy and		All	3	

		guidance; and				
		c) the challenges and opportunities specific to the site?				
			Targets			
10	Yes	Are there interim targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have interim targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
		Т	ravel Plan Co-ordinator			
12		Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0	1
13		Have the site-wide travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2
			Measures	<u> </u>		
14		To what extent do the interim site-wide measures	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as	Not at All Partially	0	3
		a) support the objectives of the travel plan; andb) reflect the context of the site?	different measures will have different levels of success depending on the surrounding area	Fully	3	
15		Is an action plan provided which includes		None	0	2
		a) short / medium / long term actions; and		One Both	2	
		b) timescales and responsibilities?				
16		Is the action plan clear on how and when travel plans will be developed among		No	0	1

		occupying organisations?		Yes	1	
			Monitoring			
17	Yes	Is a clear site-wide monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
18	Yes	Is it clear who is responsible for site-wide monitoring?		No Yes	Fail 1	1
		Se	ecuring and Enforcement	162		
		30	boaring and Embrooment			
19	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1
			Funding			
20		Has a sufficient budget been set for the site-wide a) travel plan co-ordinator	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan coordinator, marketing components and	None One	0 1	3
		post;	physical measures	Two All	3	
		b) plan's measures; and c) monitoring programme?		7 111		
21		Have funding streams been identified for the site-wide	It is important that a funding stream for the implementation of travel plan is	None	0	3
		a) travel plan co-ordinator	secured in the early stages of the development process. Identifying a	One Two	2	
		post;b) plan's measures; and	funding stream is a good indicator of commitment to the plan	All	3	
		c) monitoring programme?				
			Final Comments			
22		Do you have any final comments?				
		Strategic, Full,	Occupiers Known Travel	Plan		

Question	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include:		None	0	2
		a) full address of the development; and		One Both	1 2	
		b) contact details for the person responsible for preparing the travel plan?		Doll1	2	
2		Does the plan include details of the number of users	Provide as much detail as possible e.g. breakdown of full-time/part-time	No	0	1
		expected on site (including employees, residents, deliveries and visitors)?	employees, and number of staff expected on site at any one time.	Yes	1	
			Policy			
3		Does the travel plan include reference to relevant	National: this may include PPG13 and Transport White Paper (s).	None	0	2
		national, regional and local / borough	Regional: this may include The London Plan and the Mayor's Transport Strategy	One Both	1 2	
		a) transport and spatial policy b) travel planning guidance	Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	Bour	2	
			Site Assessment			
4		To what extent does the travel plan clearly describe the accessibility and quality of		Not at All Partially Fully	0 1 3	3
		a) existing transport networks and initiatives; and				
		b) existing travel initiatives				

Surveys Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough? The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on rotes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g., cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should also utiline organisation policies that influence travel by public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also utiline organisation policies that influence travel by public transport e.g. provision of season ticket loans. The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see. New Way to Plan guidance note Travel Planning in London Trace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.			available to all users?			
Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough? The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g., cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans. The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London 'Trace' Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring', The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.						
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quality and availability of cycle infrastructure (e.g. cycle infrastructure) around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be instructure (e.g. cycle routes, cycle parking) that will be instructure (e.g. cycle routes, cycle parking) that will be instructure (e.g. cycle routes, cycle parking) that will be instructure (e.g. cycle routes) the properties of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans. The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London Trace Compliancy/TraVL compliancy — a Standardised Approach to Monitoring. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	5		user travel and freight surveys proposed and a date	the walking environment onsite and on local streets, focusing particularly on routes to local transport and other		2
(actual trip numbers and percentage of all trips) estimated for the site? Surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.				quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of		
Objectives	6	Yes	(actual trip numbers and percentage of all trips)	surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight		1
Objectives		<u> </u>		Ohiectives		
				Objectives		

7	Yes	Does the travel plan include	How the objectives of the travel plan fit	None	Fail	3
		objectives which reflect	with the boroughs LDF's and AAPs are particularly important here.	One	1	
		a) Mayoral policy & strategic guidance;		Two	2	
		b) local / Borough policy and		All	3	
		guidance; and				
		c) the challenges and				
		opportunities specific to the site?				
			Targets			
8	Yes	Are there targets linking		No	Fail	1
		directly to each objective?		Yes	1	
9	Yes	Have targets been set for	Targets should relate back to the	No	Fail	1
		three and five years after occupation?	transport assessment.	Yes	1	
		Т	ravel Plan Co-ordinator			
10		Has a travel plan co-	Nominated point of contact should be	No	0	1
		ordinator been identified or is there agreement upon when a co-ordinator will be in place?	provided in the absence of a named TP co-ordinator.	Yes	1	
11		Have the travel plan co-	Roles may include	None	0	2
		ordinator roles and responsibilities been made	development/management/distribution of marketing and promotional materials,	One	1	
		clear; and is the amount of time they will spend on the	providing personal travel planning advice, managing welcome packs for	Both	2	
		plan sufficient?	residents/new staff, and travel plan monitoring			
			Measures			
12		To what extent do the	Measures must support the objectives	Not at All	0	3
		measures	which in turn enable the targets to be met. They also must be site specific as	Partially	1	
		a) support the objectives of the travel plan; and	different measures will have different levels of success depending on the	Fully	3	
		b) reflect the context of the site?	surrounding area			
13		Is an action plan provided which includes		None	0	2
				One	1	
		a) short / medium / long term		Both	2	

		actions; and				
		b) timescales and responsibilities?				
			Monitoring			
14	Yes	Is a clear monitoring programme that adheres to	Monitoring should occur in years one (baseline), three and five. For more	No	Fail	1
		the standardised approach included?	information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	Yes	1	
15	Yes	Is it clear who is responsible for monitoring?		No Yes	Fail 1	1
		Se	ecuring and Enforcement			
16	Yes	Is it clear how the travel plan	The plan should state which measures	No	Fail	1
		will be secured?	are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	Yes	1	
			Funding			
17		Has a sufficient budget been set for the	A good budget would identify how each element of the travel plan delivery would	None One	0	3
		a) travel plan co-ordinator post;	be paid for including the travel plan co- ordinator, marketing components and physical measures	Two	2	
		b) plan's measures; and		All	3	
		c) monitoring programme?				
18		Have funding streams been identified for the	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the	None One	0	3
		a) travel plan co-ordinator post;	development process. Identifying a funding stream is a good indicator of	Two	2	
		b) plan's measures; and	commitment to the plan	All	3	
		c) monitoring programme?				
		,	Final Comments			
19		Do you have any final comments?				

		Strategic, Full, O	ccupiers Unknown Trave	l Plan		
Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include: a) full address of the development; and		None One Both	0 1 2	2
		b) contact details for the person responsible for preparing the travel plan?				
2		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	1	1
			Policy			
3		Does the travel plan include reference to relevant	National: this may include PPG13 and Transport White Paper (s).	None One	0	2
		national, regional and local / borough a) transport and spatial policy b) travel planning guidance	Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	Both	2	
			Site Assessment			
4		To what extent does the travel plan clearly describe the accessibility and quality		Not at All Partially	0	3
		of a) existing transport networks		Fully	3	

and initiatives; and				
b) existing travel initiatives available to all users?				
1	Surveys			
Are TRAVL-compliant site user travel and freight surveys proposed?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	0 2	2
Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys	No Yes	Fail 1	1
	b) existing travel initiatives available to all users? Are TRAVL-compliant site user travel and freight surveys proposed? Is a baseline modal split (actual trip numbers and percentage of all trips)	Surveys Are TRAVL-compliant site user travel and freight surveys proposed? The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. 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The plan should specify when travel surveys will be undertaken — this will surveys will be undertaken —	Surveys Are TRAVL-compliant site user travel and freight surveys proposed? The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. 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For more information see New Way to Plan guidance note 'Travel Planning in London i Trace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight	Surveys Are TRAVL-compliant site user travel and freight surveys proposed? The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure (e.g., cycle routes, cycle parking) that will be introduced as part of the development should be included. 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Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site? The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London Trace Compliancy/TRAVL compliancy – a Standardisad Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight

					1	
			Objectives			
7	Yes	Does the travel plan include objectives which reflect	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One	Fail 1	3
		a) Mayoral policy & strategic guidance;		Two	2	
		b) local / Borough policy and guidance; and		All	3	
		c) the challenges and opportunities specific to the site?				
		<u> </u>	Targets		<u> </u>	
8	Yes	Are there interim targets		No	Fail	1
		linking directly to each objective?		Yes	1	
9	Yes	Have interim targets been set for three and five years	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
		after occupation?		163	1	
		Т	ravel Plan Co-ordinator			
10		Has a travel plan co- ordinator been identified or is	Nominated point of contact should be provided in the absence of a named TP	No	0	1
		there agreement upon when a co-ordinator will be in place?	co-ordinator.	Yes	1	
11		Have the travel plan co- ordinator roles and	Roles may include development/management/distribution of	None	0	2
		responsibilities been made clear; and is the amount of	marketing and promotional materials, providing personal travel planning advice,	One	1	
		time they will spend on the plan sufficient?	managing welcome packs for residents/new staff, and travel plan monitoring	Both	2	
		<u> </u>	Measures		<u> </u>	
12		To what extent do the interim measures	Measures must support the objectives which in turn enable the targets to be met.	Not at All	0	3
		a) support the objectives of	They also must be site specific as different measures will have different	Partially	1	
		the travel plan; and	levels of success depending on the surrounding area	Fully	3	
		b) reflect the context of the site?				

13		Is an action plan provided		None	0	2
		which includes		One	1	
		a) short / medium / long term actions; and		Both	2	
		b) timescales and responsibilities?				
			Monitoring			
14	Yes	Is a clear monitoring	Monitoring should occur in years one	No	Fail	1
17	163	programme that adheres to the standardised approach included?	(baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	Yes	1	'
15	Yes	Is it clear who is responsible		No	Fail	1
		for monitoring?		Yes	1	
		Se	ecuring and Enforcement			
16	Yes	Is it clear how the travel plan	The plan should state which measures	No	Fail	1
		will be secured?	are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	Yes	1	
			Funding			
17		Has a sufficient budget been	A good budget would identify how each	None	0	3
		set for the	element of the travel plan delivery would be paid for including the travel plan co-	One	1	
		a) travel plan co-ordinator post;	ordinator, marketing components and physical measures	Two	2	
		b) plan's measures; and		All	3	
		c) monitoring programme?				
18		Have funding streams been identified for the	It is important that a funding stream for	None	0	3
			the implementation of travel plan is secured in the early stages of the	One	1	
		a) travel plan co-ordinator post;	development process. Identifying a funding stream is a good indicator of	Two	2	
		b) plan's measures; and	commitment to the plan	All	3	
		c) monitoring programme?				
	1		Final Comments		1	

19	Do you have any final		
	comments?		

		Local, Frameworl	k, Occupiers Known Trav	el Plan		
Question	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the travel plan include a) a breakdown of the different land uses expected on site; b) details of the size of each type of land use; c) details of how build-out of the development will be phased?		None One Two All	0 1 2 3	3
3		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0	1
4		Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	No Yes	0	1
	<u> </u>		Policy		<u>l</u>	<u> </u>

5	Does the travel plan include reference to relevant national, regional and local / borough a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents	None One Both	0 1 2	2
		such as 'Making Smarter Choices work'			
1	1	Site Assessment			
6	To what extent does the		Not at All	0	3
	travel plan clearly describe the accessibility and quality		Partially	1	
	of		Fully	3	
	a) existing transport networks and initiatives; and				
	b) existing travel initiatives available to all users?				
		Surveys			
7	Are TRAVL-compliant site	The travel plan should refer to quality of	No	0	2
'	user travel and freight	the walking environment onsite and on	No		2
	surveys proposed and a date agreed with the borough?	local streets, focusing particularly on routes to local transport and other amenities.	Yes	2	
		The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc.			
		The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the			

		T	local area, car sharing, pool cars etc.			
			The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
			Objectives			
9	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
			Targets			
10	Yes	Are there targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
		Т	ravel Plan Co-ordinator		1	

12		Has a site-wide travel plan co-ordinator been identified	Nominated point of contact should be provided in the absence of a named TP	No	0	1
		or is there agreement upon when a co-ordinator will be in place?	co-ordinator.	Yes	1	
13		Have the site-wide travel	Roles may include	None	0	2
		plan co-ordinator roles and responsibilities been made	development/management/distribution of marketing and promotional materials,	One	1	
		clear; and is the amount of time they will spend on the plan sufficient?	providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	Both	2	
			Measures			
			Weddales			
14		To what extent do the site- wide measures	Measures must support the objectives which in turn enable the targets to be met.	Not at All	0	3
		a) support the objectives of	They also must be site specific as	Partially	1	
		the travel plan; and	different measures will have different levels of success depending on the surrounding area	Fully	3	
		b) reflect the context of the site?	ourrounding area			
15		Is an action plan provided which includes		None	0	2
				One	1	
		a) short / medium / long term actions; and		Both	2	
		b) timescales and responsibilities?				
16		Is the action plan clear on		No	0	1
		how and when travel plans will be developed among occupying organisations?		Yes	1	
			Monitoring			
17	Yes	Is a clear site-wide	Monitoring should occur in years one	No	Fail	1
		monitoring programme that adheres to the standardised	(baseline), three and five. For more information see chapter 7 of TfL's 'Travel	Yes	1	
		approach included?	planning for new development in London: incorporating deliveries and servicing'			
18	Yes	Is it clear who is responsible		No	Fail	1
		for site-wide monitoring?		Yes	1	
	I	Se	ecuring and Enforcement		1	
19	Yes	Is it clear how the travel plan	The plan should state which measures	No	Fail	1
			are in place to ensure travel plan is			

	will be secured?	undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	Yes	1	
		Funding			
20	Has a sufficient budget been set for the site-wide	A good budget would identify how each element of the travel plan delivery would	None	0	3
	a) travel plan co-ordinator	be paid for including the travel plan co- ordinator, marketing components and	One Two	1 2	
	b) plan's measures; and	physical measures	All	3	
	c) monitoring programme?				
21	Have funding streams been identified for the site-wide	It is important that a funding stream for the implementation of travel plan is	None	0	3
	a) travel plan co-ordinator post;	secured in the early stages of the development process. Identifying a	One Two	1 2	
	b) plan's measures; and	funding stream is a good indicator of commitment to the plan	All	3	
	c) monitoring programme?				
ı	•	Final Comments		•	1
22	Do you have any final comments?				

	L	ocal, Framework,	Occupiers Unknown Tra	vel Plai	า	
Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include:		None	0	2
		a) full address of the		One	1	
		development; and		Both	2	
		b) contact details for the				

6	To what extent does the travel plan clearly describe		Not at All	0	3
·	I — ·	2.00 / 1000001110111			
		Site Assessment			
	reference to relevant national, regional and local / borough a) transport and spatial policy b) travel planning guidance	Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	One Both	1 2	
5	Does the travel plan include	Policy National: this may include PPG13 and	None	0	2
	the overarching plan?				
	for occupiers of the site to develop individual travel plans within the context of		Yes	1	
4	Does the framework travel plan include a commitment	Where thresholds are met, occupiers should develop site-specific travel plans	No	0	1
	of the number of users expected on site (including employees, residents, deliveries and visitors)?	breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	Yes	1	
3	c) details of how build-out of the development will be phased? Does the plan include details	Provide as much detail as possible e.g.	No	0	1
	b) details of the size of each type of land use;		All	3	
	different land uses expected on site;		Two	2	
	a) a breakdown of the		One	1	
2	preparing the travel plan? Does the travel plan include		None	0	3
	person responsible for				

		the accessibility and quality		Partially	1	
		of a) existing transport networks and initiatives; and		Fully	3	
		b) existing travel initiatives available to all users?				
			Surveys			
7		Are TRAVL-compliant site user travel and freight	The travel plan should refer to quality of the walking environment onsite and on	No	0	2
		surveys proposed and a date agreed with the borough?	local streets, focusing particularly on routes to local transport and other amenities.	Yes	2	
			The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc.			
			The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc.			
			The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier	No Yes	Fail 1	1

			should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.			
		<u> </u>	Objectives			
9	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
		site?	Tanasta			
			Targets			
10	Yes	Are there interim targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have interim targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
		T	l ravel Plan Co-ordinator			
12		Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0	1
13		Have the site-wide travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2
	1	1	Measures	<u> </u>		
14		To what extent do the interim site-wide measures a) support the objectives of the travel plan; and	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the	Not at All Partially Fully	0 1 3	3
		b) reflect the context of the	surrounding area			

ction plan provided includes :/ medium / long term ; and scales and sibilities? ction plan clear on d when travel plans developed among		None One Both	0 1 2	2
ction plan clear on dwhen travel plans				
ction plan clear on d when travel plans				
d when travel plans				
·		No	0	1
ng organisations?		Yes	1	
	Monitoring			
ar site-wide	Monitoring should occur in years one	No	Fail	1
ing programme that s to the standardised ch included?	(baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	Yes	1	
ar who is responsible		No	Fail	1
wide monitoring?		Yes	1	
Se	ecuring and Enforcement			
ar how the travel plan	The plan should state which measures	No	Fail	1
secured?	are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	Yes	1	
	Funding			
ufficient budget been he site-wide	A good budget would identify how each element of the travel plan delivery would	None	0	3
l plan co-ordinator	be paid for including the travel plan co- ordinator, marketing components and physical measures	One Two	2	
		All	3	
s measures; and	1			
s measures; and toring programme?				
	It is important that a funding stream for the implementation of travel plan is	None	0	3
	ing programme?	ing programme?	31 3	

	b) plan's measures; and	commitment to the plan	All	3	
	c) monitoring programme?				
		Final Comments			
22	Do you have any final comments?				

		Local, Full, O	ccupiers Known Travel P	lan		
Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include:		None	0	2
		a) full address of the		One	1	
		development; and		Both	2	
		b) contact details for the person responsible for preparing the travel plan?				
2		Does the plan include details	Provide as much detail as possible e.g. breakdown of full-time/part-time	No	0	1
		of the number of users expected on site (including employees, residents, deliveries and visitors)?	employees, and number of staff expected on site at any one time.	Yes	1	
	l	L	Policy		l	
3		Does the travel plan include	National: this may include PPG13 and Transport White Paper (s).	None	0	2
		reference to relevant national, regional and local /	Regional: this may include The London	One	1	
		borough	Plan and the Mayor's Transport Strategy	Both	2	
		a) transport and spatial policy b) travel planning guidance	Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan).			
			Reference to sources of travel plan best			

4	To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?	practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work' Site Assessment	Not at All Partially Fully	0 1 3	3
		Surveys			
5	Are iTrace (or TRAVL if specified by the borough) compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	0 2	2

6		Are appropriate freight surveys proposed?		No Yes	0	1
7	Yes	Is a baseline modal split	The plan should specify when travel	No	Fail	1
		(actual trip numbers and percentage of all trips) estimated for the site?	surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	Yes	1	
			Objectives			
		December of the Control of the Contr	•	NI	F	
8	Yes	Does the travel plan include objectives which reflect	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One	Fail 1	3
		a) Mayoral policy & strategic guidance;		Two	2	
		b) local / Borough policy and guidance; and		All	3	
		c) the challenges and opportunities specific to the site?				
	1		Targets			
9	Yes	Are there targets linking		No	Fail	1
		directly to each objective?		Yes	1	
10	Yes	Have targets been set for three and five years after	Targets should relate back to the transport assessment.	No	Fail	1
		occupation?		Yes	1	
	1	Т	ravel Plan Co-ordinator		1	
11		Has a travel plan co-	Nominated point of contact should be	No	0	1
		ordinator been identified or is there agreement upon when a co-ordinator will be in place?	provided in the absence of a named TP co-ordinator.	Yes	1	
12		Have the travel plan co-	Roles may include	None	0	2
		ordinator roles and responsibilities been made	development/management/distribution of marketing and promotional materials,	One	1	

	1	T	T			ı
		clear; and is the amount of time they will spend on the plan sufficient?	providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	Both	2	
		1	Measures			
13	1	To what extent do the	Magaziros must support the objectives	Not at All	0	2
13		To what extent do the measures	Measures must support the objectives which in turn enable the targets to be met.	NOT at All	0	3
		measures	They also must be site specific as	Partially	1	
		a) support the objectives of	different measures will have different		_	
		the travel plan; and	levels of success depending on the	Fully	3	
		b) reflect the context of the	surrounding area			
		b) reflect the context of the site?				
		Site:				
14		Is an action plan provided		None	0	2
		which includes		0	4	
		a) short / medium / long term		One	1	
		actions; and		Both	2	
		donono, and				
		b) timescales and				
		responsibilities?				
			Monitoring			
			Monitoring			
15	Yes	Is a clear monitoring	Monitoring should occur in years one	No	Fail	1
		programme that adheres to	(baseline), three and five. For more			
		the standardised approach	information see chapter 7 of TfL's 'Travel	Yes	1	
		included?	planning for new development in London:			
			incorporating deliveries and servicing'			
16	Yes	Is it clear who is responsible		No	Fail	1
		for monitoring?		.,,		
				Yes	1	
	1	Se	ecuring and Enforcement	<u> </u>		
17	Yes	Is it clear how the travel plan	The plan should state which measures	No	Fail	1
		will be secured?	are in place to ensure travel plan is			
			undertaken effectively e.g. sanctions tied	Yes	1	
			into Section 106. Relevant excerpts from			
			the S106 agreement or planning			
			conditions should be included in the travel			
			plan.			
		l.	Funding			
	•					
18		Has a sufficient budget been	A good budget would identify how each	None	0	3
18		Has a sufficient budget been set for the	A good budget would identify how each element of the travel plan delivery would	None	0	3
18		set for the		None One	0	3
18		_	element of the travel plan delivery would			3

	b) plan's measures; and c) monitoring programme?		All	3	
19	Have funding streams been identified for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3
	o) mornioring programme.				
		Final Comments			
20	Do you have any final comments?				

	Local, Full, Occupiers Unknown Travel Plan							
Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available		
			The Development					
1		Does the travel plan include:		None	0	2		
		a) full address of the		One	1			
		development; and		Both	2			
		b) contact details for the person responsible for						
		preparing the travel plan?						
2		Does the plan include details of the number of users	Provide as much detail as possible e.g. breakdown of full-time/part-time	No	0	1		
		expected on site (including	employees, and number of staff expected	Yes	1			
		employees, residents, deliveries and visitors)?	on site at any one time.					
		deliveries dira visitors):	D. II					
			Policy					
3		Does the travel plan include	National: this may include PPG13 and	None	0	2		
		national, regional and local /	. , , ,	One	1			
3		reference to relevant				2		

	borough	Plan and the Mayor's Transport Strategy	Both	2	
		, , ,	סמו	۷	
	a) transport and spatial policy b) travel planning guidance	Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan).			
		Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'			
<u> </u>		Site Assessment			
4	To what extent does the		Not at All	0	3
	travel plan clearly describe the accessibility and quality		Partially	1	
	of		Fully	3	
	a) existing transport networks and initiatives; and				
	b) existing travel initiatives available to all users?				
<u> </u>		Surveys			
5	Are iTRACE (or TRAVL where specified by the borough) compliant site user travel and freight surveys proposed?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	0 2	2
		The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc.			
		The travel plan should provide an overview of public transport options,			

			routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
6		Are appropriate freight surveys proposed?		No Yes	0 1	1
7	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
		<u> </u>	Objectives			
8	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
		<u> </u>	Targets			
9	Yes	Are there interim targets linking directly to each objective?		No Yes	Fail 1	1
10	Yes	Have interim targets been set for three and five years after occupation?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
	I	Τ	ravel Plan Co-ordinator		1	

11		Has a travel plan co- ordinator been identified or is	Nominated point of contact should be provided in the absence of a named TP	No	0	1
		there agreement upon when a co-ordinator will be in place?	co-ordinator.	Yes	1	
12		Have the travel plan co-	Roles may include	None	0	2
		ordinator roles and responsibilities been made	development/management/distribution of marketing and promotional materials,	One	1	
		clear; and is the amount of time they will spend on the plan sufficient?	providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	Both	2	
			Measures			
13		To what extent do the	Measures must support the objectives	Not at All	0	3
		interim measures	which in turn enable the targets to be met. They also must be site specific as	Partially	1	
		a) support the objectives of the travel plan; and	different measures will have different levels of success depending on the	Fully	3	
		b) reflect the context of the site?	surrounding area			
14		Is an action plan provided		None	0	2
		which includes		One	1	
		a) short / medium / long term actions; and		Both	2	
		b) timescales and responsibilities?				
		l	Monitoring		l	
15	Yes	Is a clear monitoring	Monitoring should occur in years one	No	Fail	1
		programme that adheres to the standardised approach included?	(baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	Yes	1	
16	Yes	Is it clear who is responsible		No	Fail	1
		for monitoring?		Yes	1	
	1	Se	ecuring and Enforcement		1	
17	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures	No	Fail	1
		will be secured?	are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel	Yes	1	

		plan.			
	l L	Funding	I	1	
18	Has a sufficient budget been set for the	A good budget would identify how each element of the travel plan delivery would	None	0	3
	a) travel plan co-ordinator	be paid for including the travel plan co- ordinator, marketing components and	One	1	
	post;	physical measures	Two	2	
	b) plan's measures; and		All	3	
	c) monitoring programme?				
19	Have funding streams been identified for the	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None	0	3
			One	1	
	a) travel plan co-ordinator post;		Two	2	
	b) plan's measures; and		All	3	
	c) monitoring programme?				
	l L	Final Comments	1	I	
20	Do you have any final comments?				